

## **CITY OF DOVER PLANNING DEPARTMENT SUBDIVISION PLAN CHECKLIST**

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required to review a subdivision plan, therefore, a **preapplication conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.*

APPLICANT: \_\_\_\_\_ File Number: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

DATE OF PREAPPLICATION CONFERENCE \_\_\_\_\_

	Required?		Provided
	Yes	No	
<b>1. Completed Application form</b>			
<b>2. Payment of application and review fees</b>			
<b>3. List of abutters and two sets of mailing labels</b>			
<b>4. Electronic copy of the surveyed plat layout</b>			
<b>5. Fifteen copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:</b>			
Location map at 1"= 1,000' scale, w/3000' radius			
Date, north arrow and scale			
Proposed subdivision name and title			
Name and address of owners and/or applicants			
Signature & stamp of NH licensed land surveyor and/or engineer			
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor			
Zoning District boundaries, including any special or overlay districts			
Location of Conservation District areas			
Names of all abutting property owners			
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks			
Location and widths of existing & proposed easements & right of ways			
Location and widths of existing and proposed sidewalks			
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system			
Existing and proposed lot areas in square feet			
Existing and proposed topographic information at two foot intervals			
Location of existing buildings and structures			
Minimum building line setbacks on all lots			

	Required?		Provided
	Yes	No	
Location, material and size of existing and proposed permanent monuments			
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision			
Existing and proposed water lines and fire hydrants			
Existing and proposed sewer lines			
Existing and proposed streetlights			
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number			
Location of Flood Hazard Zone			
Location of all bodies of water and watercourses			
Soil types			
Location of wetlands and buffers			
Proposed street numbers for all lots and structures			
Neighborhood plan showing how project relates to abutting uses			
Existing railroad lines			
Significant vegetation on property			
<b>6. Construction Detail Sheets shall contain the following information:</b>			
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets			
Profiles showing the locations & a typical cross-section detail of streets			
Location of street trees, street lighting standards and street signs			
Location, size and invert elevations of existing and proposed sanitary sewers, storm water drains and fire hydrants			
Location and size of all water, gas and other underground utilities			
<b>7. Additional Information if appropriate</b>			
Storm Water Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis			
Storm Water Management System Operation and Maintenance Plan			
Erosion and Sedimentation Control Plan			
Traffic impact analysis			
Fiscal Impact Analysis (For more than 10 lots)			
Hydrogeologic study if located in Groundwater Protection Zone			
Ground and/or aerial photos of site and immediate area			
Depict existing contours up to 100 ft. beyond project limits			
Proposed restrictive covenants or homeowners association documents			
Dates and permit numbers of all required state and federal permits			
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required			

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS: